



TRAINING COORDINATOR

FUNCTION OF POSITION

The Training Coordinator provides administrative and technical training support to the Training Manager in planning, implementing, managing and evaluating Peace Corps training programs. He/She performs administrative duties of the training operations, including budget preparation & monitoring, logistical support, records management & inventory control.

RESPONSIBILITIES

1. Events Planning and Management

- Develops terms-of-references for all project activities in the soliciting of bids and selection of venues;
- Coordinates with training event venues, including pre-event ocular inspections, equipment needs, on-site oversight of rooms and meals, and assists in facilitating the resolution of any issues;
- Arrange all participant travel (ground travel allowances, airline tickets, lodging, bus rentals, etc.);
- Travels to attend project-related events and meetings throughout the Philippines;
- Performs all administrative functions regarding the planning for project-related meetings, conferences, seminars, and workshops.

2. Training Operations

- Collaborates with the TM to plan, design, implement, and evaluate appropriate training events for new Peace Corps Volunteers, and for Volunteers currently in the field.
- Manages information for Volunteer training (needs assessments, training evaluations, training status reports, training site reports, etc.) in various databases and ensures timely and in full compliance with periodic reporting responsibilities.
- Assists the TM in identifying and developing training sites and homestay families that offer safe and secure environments for full-time, productive trainings; community involvement; cultural learning and integration.
- Maintains strong working relationships with external training partners, operators of training facilities, Volunteer homestay families, and temporary training staff (Language Culture Facilitators, Technical Culture Facilitators).

3. Administrative Support

- Provides administrative support at a high professional level to the Training Manager and the Director for Program and Training;
- Provides additional support to other members of the Peace Corps Program and Training Unit as directed.
- Takes on other duties at the request of the Training Manager, Director of Program and Training and / or the Country Director.

4. Financial Management

- Develops, maintains, and works closely with the Admin Unit to track training related budgets;
- Manages timely obligation and payment requests for all training event expenses.
- Manage cash advances to support on-site travel allowance disbursements and supplies purchases during training events.

3. Inventory Management

- Manages all project supplies and equipment throughout during all project activities.
- Creates purchase orders for office and event supplies.

The exercise of this position requires carrying cash and/or purchase orders as directed by the Contracting Officer. The responsibilities of this position do not include functioning as a procurement officer or disbursing official. In the case of dealing with vendors, the incumbent advises the Contracting Officer on the best offers available to the project.

REQUIREMENTS

- At least five (5) years work experience in related field.
- Bachelor of Arts or Bachelor of Science degree required. Masters degree desirable.
- Experience in adult education and training methodologies; systematic data collection and analysis; and training and counseling.
- Significant experience in training design and evaluation;
- Ability to communicate successfully (correctly and concisely), both oral and written, in English and Tagalog, across multiple levels of contacts.
- Highly organized and able to manage several tasks simultaneously.
- Creativity and capabilities to think out of the box and to connect the dots. Self motivated, adaptable to changing situations, and has a strong ability to prioritize.
- Ability to work independently and as part of a team.
- Willingness to travel extensively and frequently throughout the Philippines, up to 60% of time.
- High level skills in planning, organizing, development and management; networking; public speaking; and public relations.
- Ability to maintain high levels of professionalism and confidentiality.
- High level ability in research, data collection, and assessment.
- Practical abilities in the use of MS Office (Outlook, Word, Excel, Power Point), the Internet. Familiarity of data management software a plus.
- Successful experience working with international organizations a plus.
- Previous experience working closely with people from diverse cultures, backgrounds, and perspectives (strongly preferred).
- Under Personal Contract Services

ADDITIONAL DESIRED SKILLS

Ideal candidates, in addition to the above minimum requirements, will also possess the following:

- Outstanding organizational and planning skills, including the ability to handle multiple tasks.
- Ability to speak multiple Philippine languages a plus.
- Background or familiarity with the people, programs, organizations and policies related to educational, environmental, and at-risk youth work in the Philippines a plus.

POSITION ELEMENTS

- This position is directly supervised by the Director of Programming and Training. The incumbent performs routine work with minimal supervision, establishes priorities based on assigned deadlines, and works in partnership with the Project Specialist to accomplish project activities. This is not a supervisory position.
- This position requires travel up to 30% of the time.
- The incumbent exercises judgment on project budget-related costs and expenditures, training participant travel allowances, and all financial-related compliance issues.
- Time expected to reach full performance level: six months

HOW TO APPLY

Interested applicants for this position should submit the following:

- A cover letter stating why you are qualified for this position and specifically addressing the following points:
 - Your technical expertise and experience in events planning and management;
 - Your technical expertise and experience in adult education and training methodologies;
 - Your skills in developing detailed budgets.

- Any prior experience in working in a multi-cultural setting.
- A current resume or curriculum vitae with a recent picture
- Any other documentation (e.g. references, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position.

Applicants should submit a current resume or CV, cover letter and supporting documentation **NOT LATER THAN FEB 12, 4:00PM** to:

Jay Villapando (vacancy@ph.peacecorps.gov)